



**UNITED STATES PROBATION AND PRETRIAL SERVICES
FOR THE DISTRICT OF CONNECTICUT
and
UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF CONNECTICUT**

**VACANCY ANNOUNCEMENT
#CTP/CTB 23-01**

POSITION TITLE:	IT Security Specialist	GRADE/SALARY RANGE*: CL 26-27 (\$56,540 – \$105,032)
DUTY STATION:	Bridgeport, New Haven, or Hartford, CT – <i>to be determined upon hire.</i>	NUMBER OF POSITIONS: One (1)
POSITION TYPE:	Full-time regular (FTR), Excepted Service	AREA OF CONSIDERATION: All qualified applicants.
OPENING DATE:	July 7, 2023	CLOSING DATE: Open until filled, with preference given to applications received by July 21, 2023.

**Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.*

The United States Probation and Pretrial Services Office for the District of Connecticut and the United States Bankruptcy Court for the District of Connecticut (“Court Units”) are seeking a full-time Information Technology (IT) Security Specialist. The incumbent will report to management for both Court Units.

The IT Security Specialist is responsible for administering the information technology security policies, documentation, procedures, and compliance within the Court Units. The incumbent plans, develops, implements, and supports the IT security initiatives within the district. The incumbent will collaborate with the IT Directors of each Court Unit to identify

and document system deficiencies or vulnerabilities and the resulting corrective actions. The incumbent also acts as a back-up to the Systems Administrator.

The IT Security Specialist provides actionable advice to improve IT security and serves as a team lead to fulfill the security objectives of the court and comply with policies established by the Administrative Office of the U.S. Courts. The incumbent will actively engage users in security-based best practices and draft policies for both technical and non-technical personnel. The incumbent will also develop and deliver training to a variety of users that enhances user knowledge and awareness regarding IT Security.

The position will require travel to provide coverage among the three seats of court for the two Court Units. The three seats of court are in the following Connecticut cities: New Haven, Bridgeport, and Hartford. Therefore, the selected candidate must have a dependable means of transportation.

Representative Duties:

- Keep abreast of national security policies and procedures which are disseminated by the Administrative Office.
- Advise and assist the IT Directors of each Court Unit in the development and administration of local court unit security policies and procedures that are compliant with national policy and guidance.
- Explore new and innovative information technology policies that will constructively transform the information security posture of the Court Units. Make recommendations to local court management regarding best practices and implement those changes approved by the court.
- Using automated security tools like Forcepoint, Solarwinds, NESSUS and SPLUNK, regularly conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements.
- Develop, update, and maintain documentation related to all aspects of enterprise IT systems.
- Assist with the management of information security projects (or security-related aspects of other projects) to ensure milestones are completed in the appropriate order and on schedule.
- Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the Court Units' information technology security services to ensure compliance.
- Coordinate with IT Directors of each Court Unit to facilitate the patching and mitigation of identified vulnerabilities for both hardware and software systems.
- Coordinate with national IT governance structures to identify, document, and coordinate the remediation of vulnerabilities and improvements identified during IT security assessments or audits.

- Develop and deliver training to a variety of users that enhances user knowledge and awareness regarding IT Security, either through the Court's KnowBe4 training software service or other effective in-person or virtual training platform.
- Perform IT technical support assistance to local court personnel.

Education/Experience:

Required Experience: Must be a high school graduate and have performed at least two years of progressively responsible technical, administrative, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Some, or all, of the two years of required general experience may be substituted with education above the high school level.

Specialized Experience: Specialized Cybersecurity education is preferred. Specialized experience is progressively responsible technical or administrative positions requiring the regular and recurring application of procedures that demonstrate the ability to successfully perform the duties of the position. Such work should have involved the routine use of specialized terminology and automated software and peripherals regarding IT Security.

Preferred Experience: Bachelor's degree in computer science or related field. CompTIA A+ and Network+ Certifications. Experience with recent versions of software including Microsoft Active Directory, Windows 10/11, and Office 365. We value direct experience developing and drafting company or agency policies and procedures as well as the evaluation of IT practices and systems for vulnerabilities. Professional experience identifying training needs and meeting them internally or externally is desired. IT audit or compliance experience is also desired.

The successful applicant will also possess:

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Accuracy and attention to detail;
- Structured writing skills related to documentation, policies and compliance work;
- Initiative and an eagerness to learn and take on new challenges;
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions;
- Ability to communicate effectively both orally and in writing;
- Strong collaboration skills with IT and other court staff;
- Ability to maintain confidentiality and use sound judgment;
- Professional demeanor and strong work ethic;
- Excellent computer skills and ability to work with a variety of programs and applications.

Benefits:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>].

Information for Applicants:

As part of the Judicial Branch of the United States government, employees of the Court Units are appointed in the excepted service and considered "at-will" employees not included in the Federal government's civil service classifications and regulations, and can be terminated with or without cause by the Court Units.

How to Apply:

Submit resume and a completed application for judicial branch employment, Form AO 78A (available at <http://www.uscourts.gov/forms/AO078.pdf>), **by email only**, to: Human Resources Department: employment@ctb.uscourts.gov. In the subject line of the email, please reference the vacancy announcement number: CTP/CTB 23-01

The District of Connecticut is an equal opportunity employer and values diversity and inclusion.